

Release Notes

Powerpay
Version 4.3



Achieve more.



Purpose

Release Notes are created prior to the release of each new version of Powerpay Web, and offer detailed information regarding new functionality, new screens, enhancements and bug fixes within that version.

Version 4.3

Scheduled Release Date: October 2012

10/2012

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New Functionality

Mass Accumulator Payout (Powerpay Plus)

Use the Mass Accumulator Payout feature to pay out vacation and/or additional accumulator amounts for multiple employees, or to perform a mass removal of mass accumulator payouts, eliminating the need to do them individually. Accumulator payouts can be made on either Regular or Second Payments.

At the end of this process, you can review the proposed changes, modify individual employees and exclude individual employees from being included.

The Mass Accumulator Payout feature is available for Powerpay Plus customers with:

- at least one accumulator plan setup, and/or
- a Vacation Accumulator option – Vacation Accumulator functionality is required for both accruing vacation entitlement for employees and for paying out hours/earnings, and/or
- an Additional Accumulator option – Additional Accumulator functionality is required for paying out vacation from a previous year or for both accruing additional entitlement for employees and for paying out hours/earnings.

Paying Out Vacation and/or Accumulator Amounts for Multiple Employees

To pay out vacation and/or additional accumulator amounts for multiple employees:

1. Navigate to the Mass Status Change page (Payroll → Mass Edit Tools → Mass Accumulator Payout).

Note: This option is only available for Regular and Extra runs.

Payroll ► Mass Edit Tools ► Mass Accumulator Payout

Mass Edit Tools - Mass Accumulator Payout[Expand All](#) / [Collapse All](#)

Update Method

The selections made in the Update Method section will display in the Employee List. If selections were made in the individual timesheet screens, they will be highlighted in the Employee List. Updates can be made to the selections prior to clicking the Apply button. Refer to Help for more information.

Remove Accumulator Payout ☐

Payment Type ☒ Regular Payment
☐ Second Payment

Applicable Period of Time

Pay out Vacation Accumulator?

For which pay period?

Pay out Previous Vac Accumulator?

For which pay period?

Filter Criteria

'Active' employees and employees with pending status changes will be included in the filter.

Pay Type ☒ All
☐ Hourly Employee
☐ Salary Employee

☒ Hourly Employee
☒ Hourly EE paid Vac Pay each pay
☒ Hourly EE paid Add'l Accum each pay
☒ Hourly EE also receives commissions
☒ Salary Employee
☒ Salary EE paid Vac Pay each pay
☒ Salary EE paid Add'l Accum each pay
☒ Salary Employee - also receives commissions

ID Dept - Department

ID Y - ID Field #1

ID Z - ID Field #2

ID X - ID Field #3

Province of Employment

Preview

Reset

2. Complete the fields in the Update Method section.
 - a. Select a Payment Type, regular or second payment.
 - b. Select an Applicable Period of Time from the drop-down list. This selection applies **ONLY** to employees without previously saved entries on the Timesheet.

For regular runs, the default value in this field is your payroll's pay frequency. For extra runs, the default value in this field is **No Time Taken**. This is the usual setting for an extra payroll run.

Select a different value only if the earnings you are paying are for a period of time other than the standard pay period frequency. In that case, apply the CPP/QPP exemption for a specific period of time.

The value in this field controls the calculation of CPP/QPP exemptions and the amount of income tax deducted. The yearly CPP/QPP exemption is calculated on a per-pay-period basis. This value controls the portion of the yearly exemption allowable for the employee's pay.

Set the value of this field to apply the CPP/QPP exemption the appropriate number of times.

Example: The **Applicable Period of Time** setting has no effect on the company deductions and contributions taken, and you may have to use the **Deductions & Contributions** page to enter one-time overrides. For example, you may be paying an employee for four weeks, including vacation. A deduction that comes off every payroll must be doubled, or a deduction will be missed.

- c. Select a Pay out Accumulator option from the drop-down list (required for companies with a vacation accumulator and/or an additional accumulator set up).

Note: This field only displays for companies with a vacation accumulator and/or an additional accumulator set up.

- d. Select a For which pay period? option from the drop-down list. This field only displays after a selection is made in the Pay out Accumulator field. The following options are available:
 - The current pay period
 - Up to five future pay periods in the current calendar year.
 - Up to five previous pay periods for the current calendar year.
 - Last PPN worked.

The dates display based on the payroll's pay period end dates from the Calendar screen. If left blank, the current pay period is selected.

Note: This field only displays for companies with a vacation accumulator and/or an additional accumulator set up.

3. Select filter criteria to specify which employees should be updated. Active employees and employees with pending status changes are included in the filter. The following filter criteria are available:
 - **Pay Type** – select the pay types to include. All Employees is selected by default. All hourly employee pay types and all salary employee pay

types (that do not include paying out both Vacation and Additional Accumulator together) display. Select or clear the options as applicable. At least one check box must be selected.

- **Distributions (ID X, ID Y, ID Z and ID Dept)** – select the distributions to include. Only the distributions set up for your payroll display. Only employees with the distributions are included.
- **Province of Employment** – select the province of employment for the employees to update. Only employees in the selected province are included.

4. Click **Preview**.

The Employee List displays all of the employees within the open pay period that meet the filter criteria. It includes:

- Select checkboxes
- Employee Number
- Employee Name
- Applicable Period of Time
- Vacation Accumulator
- For which pay period?
- Additional Accumulator
- For which pay period?

The list is sorted by Employee Number by default. To change the sort, click on a column name.

Click on an employee name link to review a read-only version of the Employee Profile for the selected employee.

The number of employees that meet the filter criteria and the number of employees selected for update display below the Employee List.

The selections made in the Update Method section will display in the Employee List. If selections were made in the individual timesheet screens, they will be highlighted in the Employee List. Updates can be made to the selections prior to clicking the Apply button. Refer to Help for more information.

Remove Accumulator Payout ☐

Payment Type ☒ Regular Payment
☐ Second Payment

Applicable Period of Time **2 Weeks**

Pay out Vacation Accumulator? **Yes - Time Taken**
 For which pay period? **014 - Jul 03 2012**

Pay out Previous Vac Accumulator? **Yes - Time Taken**
 For which pay period? **014 - Jul 03 2012**

Filter Criteria

'Active' employees and employees with pending status changes will be included in the filter.

Pay Type ☒ All
☐ Hourly Employee
☐ Salary Employee

☒ Hourly Employee
☒ Hourly EE paid Vac Pay each pay
☒ Hourly EE paid Addl Accum each pay
☒ Hourly EE also receives commissions
☒ Salary Employee
☒ Salary EE paid Vac Pay each pay
☒ Salary EE paid Addl Accum each pay
☒ Salary Employee - also receives commissions

ID Dept - Department **All**
 ID Y - ID Field #1 **All**
 ID Z - ID Field #2 **All**
 ID X - ID Field #3 **All**
 Province of Employment **All**

Preview **Reset**





Employee List

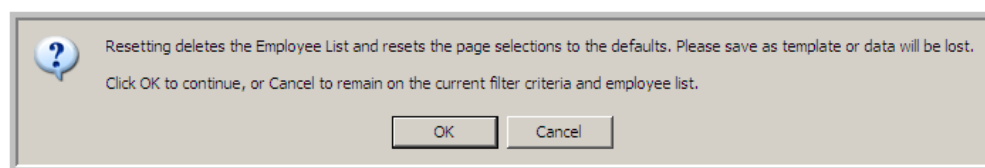
NOTE: Values populated from the individual timesheet screens display highlighted.

Manual Update
 Warning Message

<input checked="" type="checkbox"/>	Employee Number	Employee Name	Applicable Period of Time	Pay out Vacation Accumulator?	For which pay period?	Pay out Previous Vac Accumulator?	For which pay period?
<input checked="" type="checkbox"/>	2	LAST-6480714, FIRST-2	2 Weeks	Yes - Time Taken	014 - Jul-03-2012	Yes - Time Taken	014 - Jul-03-2012
		Show Messages					
<input checked="" type="checkbox"/>	5	LAST-6705843, FIRST-5	2 Weeks	Yes - Time Taken	014 - Jul-03-2012		
		Hide Messages					
		<p>As this employee is being paid for a pay period other than the current pay period, the following items should be reviewed:</p> <p>One-time adjustments may be required for any deductions and/or contributions that apply to this employee.</p> <p>This payment may affect how this employee is to be paid for a future pay period(s).</p>					
		<p>Please ensure the 'Applicable Period of Time' entry includes the time associated with paying out the Vacation Pay Accumulator. If these Accumulator earnings are for more than one pay period, an adjustment may be required to the employee's Insurable Earnings History screen for the next payroll run. Please refer to the online Help section titled 'Allocating Vacation Pay for Insurable Earnings Purposes'.</p>					
<input checked="" type="checkbox"/>	7	LAST-6717173, FIRST-7	2 Weeks	Yes - Time Taken	014 - Jul-03-2012		
		Show Messages					
<input checked="" type="checkbox"/>	8	LAST-6719882, FIRST-8	2 Weeks	Yes - Time Taken	014 - Jul-03-2012		
		Show Messages					

5. Review the values. Edit any values as required.

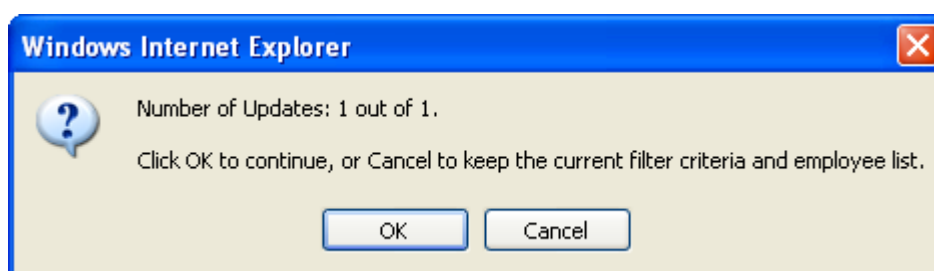
- The values can be edited. If you edit a value, a manual update icon  displays beside the edited value and  **Manual Update** displays at the top of the list.
- All employee specific error or warning messages display within the row. Click **Show Messages** to review the messages. Error messages display with a red error icon  and warning messages display with a warning icon . Click **Hide Messages** to collapse the messages.
- Values entered on the Employee Timesheet (Regular and/or Second Payment) display highlighted. Changes can be made to these selections prior to applying changes.
- If the values are incorrect due to inappropriate selection criteria, click **Reset**. The following message displays:



Click **OK** to reset the selection criteria.

6. The employees that will be updated display with a checkmark to the left of the employee name. If any of the employees that meet the selection criteria and display in the Employee List should NOT be updated, clear the checkbox.
7. Click **Apply**.

A message displays indicating the number of updates.



If the number is correct, click **OK** to continue.

If the updates are successful, Powerpay displays a Data Saved message that indicates the number of successful employee updates.

A list of employees who met the selection criteria but were not updated because they were deselected in the Employee List displays. If all employees who met the selection criteria were updated, this message does NOT display.

If any of the employees were not selected in the employee list, the following message displays with a list of the employees not updated:

The following employee(s) Accumulator(s) did not update because they were not selected in the Employee List.

Employee Number	Employee Name	Status
10100	<u>Duke, Daisy</u>	Active
10150	<u>Jones, James</u>	Active

Removing Vacation and/or Accumulator Amounts for Multiple Employees

To remove vacation and/or additional accumulator amounts for multiple employees:

1. Navigate to the Mass Status Change page (Payroll → Mass Edit Tools → Mass Accumulator Payout).

Payroll ► Mass Edit Tools ► Mass Accumulator Payout

Mass Edit Tools - Mass Accumulator Payout[Expand All](#) / [Collapse All](#)

Update Method

By selecting the Remove Accumulator Payout check box, all Employees with entire accumulator payouts that were entered on Employee Timesheet and on the Mass Accumulator Payout page will be included in the Employee List.

Remove Accumulator Payout ☒

Payment Type ☒ Regular Payment ☐ Second Payment

Filter Criteria

'Active' employees and employees with pending status changes will be included in the filter.

Pay Type ☒ All ☐ Hourly Employee ☐ Salary Employee

☒ Hourly Employee
☒ Hourly EE paid Vac Pay each pay
☒ Hourly EE paid Add'l Accum each pay
☒ Hourly EE also receives commissions
☒ Salary Employee
☒ Salary EE paid Vac Pay each pay
☒ Salary EE paid Add'l Accum each pay
☒ Salary Employee - also receives commissions

ID Dept - Department

ID Y - ID Field #1

ID Z - ID Field #2

ID X - ID Field #3

Province of Employment

Preview

Reset

2. Select the **Remove Accumulator Payout** check box.

The following message displays:

By selecting the Remove Accumulator Payout check box, all Employees with entire accumulator payouts that were entered on the Employee Timesheet and on the Mass Accumulator Payout pages will be included in the Employee List.

3. Select a Payment Type, regular or second payment.
4. Select appropriate filter criteria.
5. Click **Preview**.

The Employee List displays all of the employees within the open pay period that meet the filter criteria. It includes:

- Select checkboxes
- Employee Number
- Employee Name
- Applicable Period of Time
- Vacation Accumulator
- For which pay period?
- Additional Accumulator
- For which pay period?

The list is sorted by Employee Number by default. To change the sort, click on a column name.

Click on an employee name link to review the read-only version of the Employee Profile for the selected employee.

The number of employees that meet the filter criteria and the number of employees selected for update display below the Employee List.

Payroll ► Mass Edit Tools ► Mass Accumulator Payout

Mass Edit Tools - Mass Accumulator Payout[Expand All](#) / [Collapse All](#)

Update Method

By selecting the Remove Accumulator Payout check box, all Employees with entire accumulator payouts that were entered on Employee Timesheet and on the Mass Accumulator Payout page will be included in the Employee List.

Remove Accumulator Payout ☒

Payment Type ☒ Regular Payment
☐ Second Payment

Filter Criteria

'Active' employees and employees with pending status changes will be included in the filter.

Pay Type ☒ All
☐ Hourly Employee
☐ Salary Employee

☒ Hourly Employee
☒ Hourly EE paid Vac Pay each pay
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☒ Hourly EE also receives commissions
☒ Salary Employee
☒ Salary EE paid Vac Pay each pay
☒ Salary EE paid Add'l Accum each pay
☒ Salary Employee - also receives commissions

ID Dept - Department

ID Y - ID Field #1

ID Z - ID Field #2

ID X - ID Field #3

Province of Employment

Preview

Reset

Employee List

NOTE: Values populated from the individual timesheet screens display highlighted.

Manual Update





<input checked="" type="checkbox"/>	Employee Number	Employee Name	Applicable Period of Time	Pay out Vacation Accumulator?	For which pay period?
				Pay out Previous Vac Accumulator?	For which pay period?
<input checked="" type="checkbox"/>	2	LAST: 6480714 FIRST: 2	2 Weeks	Yes - Time Taken	014 - Jul-03-2012
				Yes - Time Taken	014 - Jul-03-2012

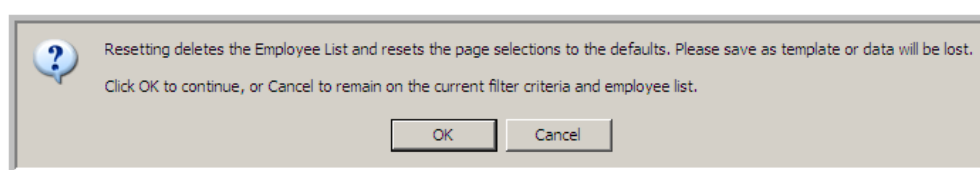
Number of Employees = 1
Number of Employees Selected = 1

Apply

Save as Template

6. Review the values. Edit any values as required.

- The values can be edited. If you edit a value, a manual update icon  displays beside the edited value and  **Manual Update** displays at the top of the list.
- All employee specific error or warning messages display within the row. Click **Show Messages** to review the messages. Error messages display with a red error icon  and warning messages display with a warning icon . Click **Hide Messages** to collapse the messages.
- If the values are incorrect due to inappropriate selection criteria, click **Reset**. The following message displays:



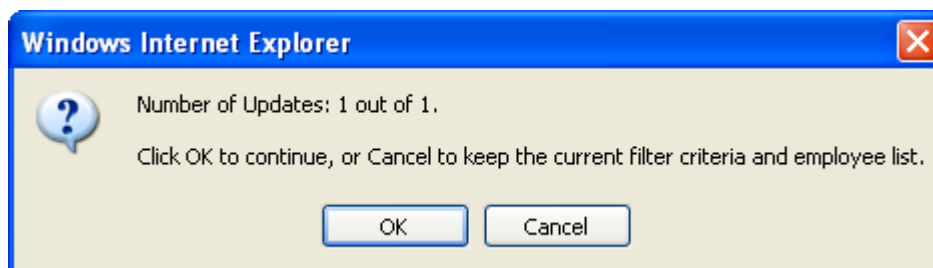
Click **OK** to reset the selection criteria.

7. The employees that will be updated display with a checkmark to the left of the employee name. If any of the employees that meet the selection criteria and display in the Employee List should NOT be updated, clear the check box.
8. Click **Apply**.

All payouts selected and recorded for that pay run for the selected employees are removed. The applicable fields on the Regular and Second Timesheet are changed to the following as applicable:

- Vacation Accumulator – “No - Not Applicable this pay”.
- Additional Accumulator – “No - Not Applicable this pay”.
- For which time period? – blank.

A message displays indicating the number of updates.



If the number is correct, click **OK** to continue.

If the updates are successful, Powerpay displays a Data Saved message that indicates the number of successful employee updates.

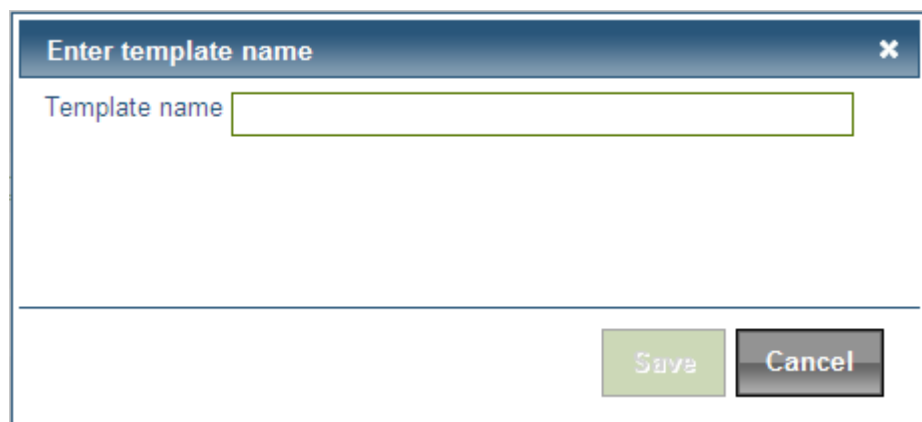
Creating a Mass Accrual Payout Template

After selecting the criteria for a mass accrual payout you can save the selection criteria for future use.

To create a mass accrual payout template:

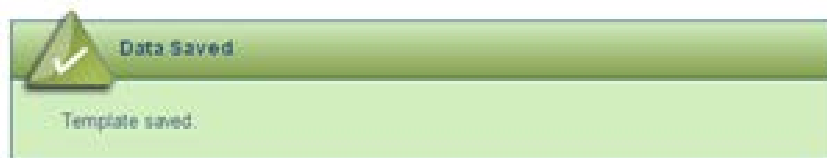
1. Navigate to the Mass Accrual Payout page (**Payroll** → **Mass Edit Tools** → **Mass Accrual Payout**).
2. Select the update method.
3. Select filter criteria to specify which employees should be updated.
4. Click Preview to display the Employee List.
5. Click **Save as Template**.
6. Enter a unique template name.

The name can include alphabetic and/or numeric characters only and any of the following special characters: \$ % ! + () , _ - / \ * : = & ; " < > and '.



- a. Click **Save**.

If the template is saved successfully, Powerpay displays a Data Saved message.



If the template name entered already exists, Powerpay displays an error message.



Repeat step 6 and enter a new template name.

Opening a Mass Accrual Payout Template

To open a mass accrual payout template:

1. Navigate to the Mass Accrual Payout page (**Payroll** → **Mass Edit Tools** → **Mass Accrual Payout**).
2. Click on the Template link.
A list of saved templates displays.
3. Select a template to open.
4. Click **Open Template**.

The template opens and displays all of the employees who meet the selection criteria in the employee list.

Renaming a Mass Accrual Payout Template

To rename a Mass Accrual Payout template:

1. Navigate to the Mass Accrual Payout page (**Payroll** → **Mass Edit Tools** → **Mass Accrual Payout**).
2. Click the Template link.
A list of saved templates displays.
3. Click **Rename**.
The Rename Template Name dialogue box opens.
4. Enter the new template name.
5. Click **Rename**. The new template name displays in the template list.

Deleting a Mass Accrual Payout Template

To delete a Mass Accrual Payout template:

1. Navigate to the Mass Accrual Payout page (**Payroll** → **Mass Edit Tools** → **Mass Accrual Payout**).
2. Click the Template link.
A list of saved templates displays.

3. Click **Delete**.
4. Click **OK**. The template is deleted and no longer displays in the template list.

Deductions and Contributions Import

Employee deductions and employer contributions can now be imported for employees in Powerpay. The data is imported into the **Deduction and Contribution – Regular Payment** page.

Deduction and contribution amounts can now be imported into Powerpay for a Regular or Extra payroll run. The imported data is imported into the **Deduction and Contribution – Regular Payment** page for the pay period based on the pay period end date (PPE date) indicated in the file name. Imported data is processed in the following order:

- Employee Profile
- Employee Timesheet
- Direct Deposit
- Deductions and Contributions.

If an error occurs on a deduction/contribution element, only that element fails. The elements for the deduction/contribution entries without errors for that employee are still imported.

All of the imported deduction and contributions codes must be set up in Powerpay before performing the import. If the codes are not set up in Powerpay, the following error message is generated:

“Data for Deduction and Contribution information cannot be imported.

The deduction / contribution code (XX) does not exist in Powerpay. If a new deduction / contribution code is required, please contact the Ceridian Customer Care Team.”

Where XX is the deduction/contribution code to which the data is to be exported.

Employee deduction codes with the calculation method “Employer only – there is no employee deduction”, cannot be imported. The record does not import and the following error message is generated:

“Data for Deduction and Contribution information cannot be imported.

An employee deduction value cannot be imported since code (XX) is set up for employer contributions only. If an employee deduction is required for this code, please contact the Ceridian Customer Care Team.”

Where XX is the deduction / contribution code to which the data is to be imported.

Employer contribution codes with the calculation method “Employee only – there is no employer deduction”, cannot be imported. The record does not import and the following error message is generated:

“Data for Deduction and Contribution information cannot be imported.

An employer contribution value cannot be imported into deduction / contribution code (XX) as this code is set up for employee deduction only. If an employer contribution is required for this code, please contact the Ceridian Customer Care Team.”

Where XX is the deduction / contribution code to which the data is to be imported.

If any of the imported deduction / contribution data contains a ‘Remaining target’ value for the employer contribution, the record does not import and the following error message is recorded:

“Data for Deduction and Contribution information cannot be imported.

A ‘remaining target’ value is not allowed for the employer contribution code (XX).”

Deduction and Contribution Import Layout

Field Name	1. Ceridian Branch No	2. Ceridian Payroll Number	3. Employee Number	4. Deduction / Contribution Code
Data Type	Alphanumeric	Alphanumeric	Numeric	Alphanumeric
Length/Format	Exactly 3 in the format PP9	Exactly 4	Maximum 9	Exactly 2
Special Characters	No	No	No	No
Mandatory	Yes	Yes	Yes	Yes
Data Rules	Must be one of Pp1, PP2, PP4, PP7, PP9	Must be a valid payroll number assigned by Ceridian. May be 1-alpha, 3 digits or 4 digits.	The following employee numbers are NOT allowed: 000000000, 000009961-000009999, 999999901-999999920, 999999961-999999969	Must correspond to a deduction / contribution element already set up in Powerpay for the payroll.

Field Name	5. Employee – permanent value	6. Employee – this pay only	7. Employee – remaining target	8. Employer – permanent value
Data Type	Numeric	Numeric	Numeric	Numeric
Length/Format	-9999999.999 to 9999999.999	-9999999.999 to 9999999.999	-9999999.999 to 9999999.999	-9999999.999 to 9999999.999
Special Characters	No	No	No	No
Mandatory	No	No	No	No
Data Rules				

Field Name	9. Employer – this pay only
Data Type	Numeric
Length/Format	-9999999.999 to 9999999.999
Special Characters	No
Mandatory	No
Data Rules	

Enhancements

UI Enhancements

- When an element is clicked in a row on the Rapid Entry pages, the entire row is highlighted.

Payroll ► Regular Payment ► Rapid Entry Quick Links ▼

Regular Payment - Rapid Entry ?

Applicable Period of Time: No Time Taken - Extra Payment

The row is highlighted blue.

Employee	Regular Hours	Overtime Hours	Salary Override	
	Hours	Hours	Earnings	Clear Row
000000001 John, Doe	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Salary Employee Pay Rate:\$110.48 GL:1 - Winnipeg / - / - / 100 - Default				
000000002 Duke, Daisy	Timesheet	Timesheet	Timesheet	
Salary Employee Pay Rate:\$36.79 GL:1 - Winnipeg / - / - / 100 - Default				
000000003 Jones, James	Timesheet	Timesheet	Timesheet	
Salary Employee Pay Rate:\$46.32 GL:1 - Winnipeg / - / - / 100 - Default				

- When using Powerpay in French, the \$ now correctly appears to the right of the field.

Paie ► Embauche/Profil ► Dépôt direct ?

Embauche/Profil - Dépôt direct

Nom d'employé John, Doe
Numéro 000000001 Type de rémunération Employé à salaire Taux de rémunération 110,48

Dépôt

Priorité	Nom de l'institution financière	N° de transit	N° de compte	Activé	
Principal	010 - CIBC	03794	5506439	Oui	Modifier

Informations

Les dépôts se font dans l'ordre suivant : Dépôts de priorité 1 à 5, puis dépôt principal.

Le montant net de la paie de l'employé, moins les valeurs des dépôts activés de priorité 1 à 5, est le montant déposé dans le compte du dépôt principal de l'employé.

Consulter l'onglet Aide pour obtenir des renseignements supplémentaires.

Liste des dépôts supplémentaires

Priorité	Nom de l'institution financière	N° de transit	N° de compte	Valeur	Substituer	Activé	
1	001 - Banque de Montréal	03794	5506439	500,00 \$		Oui	Modifier Supprimer

Tax Form Processing

All tax forms are now processed as tape-filer.

The option Col 48 = N (non-tape filer) is no longer an acceptable option of the 30 Record.

Tax Exemptions

Statutory Deductions Page

Powerpay now displays a warning message if a zero value "0" is entered in the Specific dollar amount to be taken' fields in the Tax Options – Permanent Values section of the Statutory Deductions page.

"As the 'Specific dollar amount to be taken' has been changed to zero (0) in the 'Tax Options – Permanent Value' section, the employee will now be subject to the normal tax calculated according to their personal tax exemptions. If this is incorrect, and the employee is to be no longer taxed, select the appropriate exemption option from the Tax Status menu on the Hire/Profile page."

Hire/Profile Page

Powerpay now displays a warning message is a zero value "0" is entered in the Federal and / or Provincial Tax Exemptions 'Apply specific amount' field on the Hire / Profile page.

"As the XXX has been changed to zero (0) no exemptions will be applied and the maximum tax will be deducted from the employee. If this is incorrect, and the employee is to be no longer taxed, select the appropriate exemption option from the Tax Status menu."

Where XXX is either:

- Employees Federal Personal Tax Exemption
- Employees Provincial Personal Tax exemption
- Employees Federal and Provincial Personal Tax Exemptions.

Postal / Zip Code Messaging

If an incomplete Postal or zip code is entered on the Hire/Profile page or the Company Profile page, the following error message displays after the page is saved:

"Postal/Zip code is incomplete. Please review and re-save the screen."

If a province is selected but a zip code entered or a state is selected and a postal code entered in any of the address information sections on the Company

Profile page, Powerpay displays the following error message when the page is saved:

“Invalid combination of Province/State and Postal/Zip Code in the XXXX section. Please review.”

Where XXXX is the section where the invalid combination was entered:
General Information, Primary Delivery Address or Alternate Delivery Address.

ROE-SAT

Service Canada has updated the requirements for submitting electronic ROE's. The following enhancements are now available in Powerpay to comply with Service Canada's new requirements.

Hire Profile Page

The Postal Code is validated to ensure that:

- There is a maximum of 6 characters for Postal Code (uppercase letters – alpha,numeric,alpha,space(optional),numeric,alpha,numeric).
- There is a maximum of 5 numeric characters for Zip Code.